



**NORTHERN ROCKIES COORDINATING GROUP (NRCG)  
INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK  
AMENDMENT**

**CHAPTER 10 - PERSONNEL**

**Supplement No:** NR-2009-9

**Effective Date:** May 4, 2009

**Duration:** Effective until superseded or removed

**Approved:**

*/s/ Len Dems*

**LEN DEMS**  
**Chair**

**Posting Instructions:** Post by document, remove entire document, and replace with this supplement. Retain this transmittal as first page of document. The last supplement to the Northern Rockies Supplements was NR-2009-8.

<b>New Document</b>	NR-2009-9 (NWCG HB2_10 )	28 Pages
<b>Superseded Document(s) by Issuance Number and Effective Date</b>	NR-2008-4 (NWCG HB2_10 ) of May 28, 2008	19 Pages

**Digest:**

**13.6 – Exhibit 01**

- Updates Northern Rockies Technical Specialists
- Updates NRCG AD/EFF/Casual Standards and Guidelines
- Updates Idaho Casual Rates
- Updates Montana DNRC Emergency Firefighter Rates
- Updates North Dakota Forest Service Emergency Firefighter Rates

**14.3** – Adds listing of items approved by the Northern Rockies that may be procured by agency acquisition personnel to keep incident personnel productive.

**15.3** – Adds Northern Rockies APMC/OWCP management guidelines.

**15.5 Exhibit 04** – Adds OWCP addresses and alpha chargeback codes for all Northern Rockies Tribal Agencies.

**16.1.4.** Adds Rental Car Use Guidelines for Northern Rockies resources (Agency and AD/EFF/Casual).

### 13.6 – Exhibit 01

#### Pay Plan for Emergency Workers (Casuals) Rates of Pay – Calendar Year 2009

The National Wildfire Coordinating Group (NWCG) Incident Business Practices Working Team (IBPWT) establishes rates for most commonly used positions. Please refer to Interim Directive No. 5109.34-2009-1 for all Forest Service AD rates and AD processes and Department of Interior Personnel Bulletin No. 09-XX,XXXX.

Geographic Areas do not have the authority to change the AD rates established by NWCG. However there are some positions in the THSP category that are not listed. Instructions on how to establish the rates for these positions is written in Section F. Position Classification, Number 7, Exception Positions.

NRCG has set the rates for Technical Specialists not listed in the Incident Positions Matrix and are warranted for this Geographic Area. Listed below are the positions and rates NRCG has established:

THSP Exception Position 3	NRCG Equipment Inspector	AD-F
THSP Exception Position 4	Lead Equipment Inspector	AD-I
THSP Exception Position 4	Incident Contract Project Inspector	AD-I
THSP Exception Position 5	Heavy Equipment Technical Specialist	AD-K
CISD Exception Position 3	Peer Support Team Member	AD-F

For payment purposes, when completing the OF-288 (Firefighter Time Record) the position code will be recorded as a “THSP” (example: THSP – Exception Position 3), except for the CISD position use “CISD” – Exception Position 3”.

NRCG has developed the brief description of duties, which is required for audit purposes. Units will still be required to include the job description with the Single Resource Casual Hire Form. The job descriptions for each of the above positions will be posted on the NRCG Business committee web site at:

[http://www.fs.fed.us/r1/fire/nrcg/Committees/business\\_committee.htm](http://www.fs.fed.us/r1/fire/nrcg/Committees/business_committee.htm)

**NORTHERN ROCKIES GEOGRAPHIC AREA  
2009 STANDARDS AND GUIDELINES  
FOR ADMINISTRATIVELY DETERMINED (AD)  
AND EMERGENCY FIREFIGHTERS (EFF)**

The Northern Rockies Coordinating Group (NRCG) Board of Directors recognizes the importance and need for Administratively Determined (AD for Federal Agencies) and Emergency Firefighters (EFF for States of Montana and North Dakota and Casual Employees for Idaho) as an integral part of our emergency incident workforce. This document has been developed to provide fair and consistent hiring practices and to standardize procedures for hiring, training, and certification. For additional guidance on hiring policies and procedures, refer to the Interagency Incident Business Management Handbook (IIBMH) Chapter 10 or specific sponsoring agencies' policies.

The policy of the Northern Rockies is to ensure that available and qualified agency employees and/or cooperators (i.e. state/local government) are dispatched for all incident positions prior to dispatching an AD/EFF/Casual. Typically, AD/EFF/Casuals will be used as needed depending on local, geographic, or national incident needs.

This document does not include the Native American Crew (NAC) program, which is currently managed by the Bureau of Indian Affairs under the Native American Crew Agreement. See the following link for the latest NAC Plan:

[http://www.fs.fed.us/r1/fire/nrcg/Committees/nac\\_committee.htm](http://www.fs.fed.us/r1/fire/nrcg/Committees/nac_committee.htm)

The Northern Rockies will not identify individual incident positions that are considered critical need in the geographic area due to the lack of the ability to produce a reliable analysis of "shortage categories" of incident positions (limitations on the ROSS unable to fill reports and IQCS reports). Thus, the sponsoring unit has the discretion whether or not to sponsor/certify any AD/EFF/Casual position/qualification based on the needs and financial capabilities as identified by the agency administrator. This may include positions that could potentially serve all wildland fire agencies in the Northern Rockies.

**Sponsoring Unit**

The Sponsoring Unit is the hiring agency within the dispatch boundary where the AD/EFF/Casual resides. This will ensure that the closest and most cost effective resource is utilized. An AD/EFF/Casual will be sponsored/hired by only one agency.

Units considering an AD/EFF/Casual must first check with any past sponsoring unit to ensure appropriate sponsorship. If appropriate, the incident qualifications records will be transferred to the new sponsoring unit.

**The Sponsoring Unit may provide the following for AD/EFF/Casuals hired:**

- Manage certification and training records.
- Annually issue an Incident Qualifications Card (red card), upon approval from the Sponsoring Unit's qualification review process.

- Compensate AD/EFF/Casuals for attendance at agency required training and fitness testing.
- As required by some NRCG agencies, issue an agency drivers license or letter of authorization if required or needed to drive an agency vehicle.
- Process appropriate time and travel documents for compensation recognizing the lack of support for the preparation of vouchers.

**AD/EFF/Casuals will:**

- Provide their Sponsoring Unit appropriate training and certification documents.
- Maintain their current availability status with their host dispatch center. The dispatch center will determine whether statusing will be maintained by having the AD/EFF/Casual update their availability via a telephone call to the dispatch center, or through self-statusing by the AD/EFF/Casual in the Resource Ordering Status System (ROSS).

**Hiring Policies and Procedures**

Hiring of ADs/EFF/Casuals may be done for annual Geographic Area sponsored team meetings if the AD/EFF/Casual is identified as a team member on the team's long roster. This team meeting attendance is considered part of their training.

AD/EFF/Casuals hired within the Northern Rockies are subject to the same conduct and performance as agency employees hired under other authorities; therefore, not everyone who desires to be hired as an AD/EFF/Casuals will be hired. Inappropriate behavior or drug and alcohol use will not be tolerated. Additionally, inappropriate conduct or poor performance will affect re-hire consideration.

If an AD/EFF/Casual is assigned to any Incident Management Team (IMT) position, an agency employee will be assigned as a trainee, per the Northern Rockies Incident Management Operating Plan. IMTs will not approach an AD/EFF/Casual for a team position without first checking to ensure there are no agency employees available. They must contact the sponsoring unit to determine if they are willing to host that individual.

A host unit does not delegate authority to hire AD/EFF/Casuals to an IMT.

**Training & Certification**

The Sponsoring Unit may issue the annual Incident Qualification Card (red card) or they will verify the qualifications and certify the red card when issued by a private vendor. The Sponsoring Unit has the discretion whether or not to sponsor/certify any AD/EFF/Casual position/qualification. Certification will be based on Sponsoring Agencies' qualifications standards.

Individuals having position qualifications that require participation in fire suppression activities on the fireline will be required to attend annual fireline safety refresher training, obtain the appropriate Work Capacity Test (WCT) and/or attend other additional training or physical examination as required by the Sponsoring Unit's policies.

### **Travel**

Travel, per diem, and subsistence will be in accordance with the agency guideline and the Interagency Incident Business Management Handbook and will be applied consistently throughout the geographic area.

The AD/EFF/Casual's method of transportation will be indicated on the Single Resource Casual Hire Information Form (PMS 934) or other agency forms. Air transportation will usually be arranged and paid for by the Government. The dispatch/mobilization center will determine the method of travel based on needs and direction from the requesting incident. POV mileage reimbursement rules for travel to/from an airport or for travel to complete paperwork will be set by the agency.

Vehicle transportation will be provided in the following order of preference:

1. AD/EFF/Casual is driven by a current government employee, including a shuttle to the airport or travel to the incident base camp. There will be no reimbursement for a private vehicle if the employee turns down an available ride.
2. Assign the AD/EFF/Casual employee a government vehicle if one is available. The AD/EFF/Casual employee must meet agency driving requirements, if applicable, before a government vehicle can be assigned.
3. If a government vehicle is not available, use of the AD/EFF/Casual's private vehicle may be authorized. Pay the AD/EFF/Casual employee the higher standard agency rate for using their personal vehicle if/when a government or agency vehicle is not available for use.
4. If a rental car is authorized, please refer to Section 16.1.4 Rental Car Use Guidelines for Northern Rockies Resources.
5. **EFFs Only:** An Emergency Equipment Rental Agreement (EERA) will only be issued for a personal vehicle if it is essential to job performance and a Government vehicle cannot be made available and #3 above is not used. If a personal vehicle is put on an EERA at the incident it will be hired and released at the incident. **Note: This option is not available for federal ADs.**

### **Per Diem**

Expenses while traveling to and from an assignment, such as motel and meals, will be reimbursed to the AD/EFF/Casual if they use personal funds. Once at the base camp, the AD/EFF/Casual will be subsisted and no reimbursement will be made for motel or meals. Claims that exceed agency per diem rates for lodging and meals will not be reimbursed.

If an AD/EFF/Casual employee's assignment requires commercial lodging and meals (i.e., an incident base camp is not available) the Government must approve per diem in advance on the initial Single Resource Casual Hire Information Form or other agency form (or correct the information upon return from an incident if necessary). At the option of the Government, prepayment of meals and lodging by the incident agency may occur. AD/EFF/Casuals will not be reimbursed for commercial meals and lodging at the assignment location when the Government is prepared to provide subsistence.

If an AD/EFF/Casual employee uses personal funds to pay for "authorized" meals and lodging during an assignment, they will be reimbursed on appropriate agency form(s).

**State of Idaho Casual Position Matrix.** For State of Idaho Casual employees, please use the USFS AD Position Matrix found in the 2009 AD Pay Plan, Interim Directive No. 5109.34-2009-1 .

**State of Montana – DNRC Position Matrix for Emergency Firefighters (EFFs) – Rates of Pay – Calendar Year 2009**

## 2009 MT DNRC EFF PAY PLAN

	COMMAND		
ACDR	AREA COMMANDER	M	45.22
AREP	AGENCY REPRESENTATIVE	K	31.71
CFAD	COUNTY FIRE ADVISOR	J	28.87
DIC1	DEPUTY INCIDENT COMMANDER TYPE 1	M	45.22
DIC2	DEPUTY INCIDENT COMMANDER TYPE 2	K	31.71
ICT1	INCIDENT COMMANDER TYPE 1	M	45.22
ICT2	INCIDENT COMMANDER TYPE 2	K	31.71
ICT3	INCIDENT COMMANDER TYPE 3	J	28.87
ICT4	INCIDENT COMMANDER TYPE 4	F	19.41
ICT5	INCIDENT COMMANDER TYPE 5 (IA)	E	17.73
IARR	INTERAGENCY RESOURCE REPRESENTATIVE	G	21.12
PIO1	PUBLIC INFORMATION OFFICER TYPE 1	L	38.02
PIO2	PUBLIC INFORMATION OFFICER TYPE 2	K	31.71
PIOF	PUBLIC INFORMATION OFFICER	G	21.12
LOFR	LIAISON OFFICER	K	31.71
SOF1	SAFETY OFFICER TYPE 1	L	38.02
SOF2	SAFETY OFFICER TYPE 2	K	31.71
SOFR	SAFETY OFFICER LINE	H	23.73
	FINANCE		
CLMS	CLAIMS SPECIALIST	E	17.73
CMSY	COMMISSARY MANAGER	E	17.73
COMP	COMP/CLAIMS UNIT LEADER	H	23.73
COST	COST UNIT LEADER	H	23.73
EQTR	EQUIPMENT TIME RECORDER	E	17.73
FSC1	FINANCE/ADMIN SECTION CHIEF TYPE 1	L	38.02
FSC2	FINANCE/ADMIN SECTION CHIEF TYPE 2	K	31.71
FSC3	FINANCE/ADMIN SECTION CHIEF TYPE 3	H	23.73
INJR	COMP FOR INJURY SPECIALIST	E	17.73
PROC	PROCUREMENT UNIT LEADER	I	26.23
PTRC	PERSONNEL TIME RECORDER	E	17.73
TIME	TIME UNIT LEADER	H	23.73
	OPERATIONS		
ABRO	AIRCRAFT BASE RADIO OPERATOR	C	14.64



ACAC	AREA COMMAND AVIATION COORDINATOR	L	38.02
AOBS	AERIAL OBSERVER	F	19.41
AOBD	AIR OPERATIONS BRANCH DIRECTOR	K	31.71
THSP	AIR SPACE COORDINATOR	H	23.73
ASGS	AIR SUPPORT GROUP SUPERVISOR	J	28.87
THSP	AIR TACTICAL SUPERVISOR - attached to ASM1	J	28.87
ATCO	AIR TANKER/FIXED WING COORDINATOR	I	26.23
ATGS	AIR TACTICAL GROUP SUPERVISOR	J	28.87
CREP	CREW REPRESENTATIVE	G	21.12
CRWB	CREW BOSS	F	19.41
DECK	DECK COORDINATOR	F	19.41
DIVS	DIVISION/GROUP SUPERVISOR	J	28.87
DOZ1	DOZER/TRACTOR-PLOW OPERATOR	H	23.73
DOZB	DOZER BOSS	F	19.41
THSP	LGFF COMPANY OFFICER	G	21.12
ENGB	ENGINE BOSS	F	19.41
ENOP	ENGINE OPERATOR	E	17.73
WTOP	WATER TENDER DRIVER/OPERATOR	E	17.73
FALA	FALLER CLASS A (UP TO 12" DBH)	D	16.18
FALB	FALLER CLASS B (UP TO 24" DBH)	F	19.41
FALC	FALLER – CLASS C (EQUAL TO OR GREATER THAN 24" DBH)	I	26.23
FELB	FELLING BOSS	F	19.41
FFT1	ADVANCED FIREFIGHTER (SQUAD BOSS, IHCM)	D	16.18
FFT2	FIREFIGHTER (TYPE 2 CREWMEMBER)	C	14.64
THSP	FIRE LOOKOUT	D	16.18
FIRB	FIRING BOSS	F	19.41
FWBM	FIXED WING BASE MANAGER	H	23.73
HMGB	HELICOPTER MANAGER BOSS	G	21.12
HEB1	HELIBASE MANAGER TYPE 1	I	26.23
HEB2	HELIBASE MANAGER TYPE 2	H	23.73
HECM	HELICOPTER CREWMEMBER	D	16.18
HLCO	HELICOPTER COORDINATOR	I	26.23
LOAD	LOADMASTER	E	17.73
OPBD	OPERATIONS BRANCH DIRECTOR	K	31.71
OSC1	OPERATIONS SECTION CHIEF TYPE 1	L	38.02
OSC2	OPERATIONS SECTION CHIEF TYPE 2	K	31.71
OSC3	OPERATIONS SECTION CHIEF TYPE 3	H	23.73
PILO	DNRC PILOT	O	43.91
THSP	SEAT COORDINATOR	I	26.23
SEMG	SINGLE ENGINE A/T MANAGER	G	21.12
STAM	STAGING AREA MANAGER	F	19.41
STCR	STRIKE TEAM LEADER CREW (NFPA Fire Officer)	H	23.73
STDZ	STRIKE TEAM LEADER DOZER (NFPA Fire Officer)	H	23.73
STEN	STRIKE TEAM LEADER ENGINE (NFPA Fire Officer)	H	23.73
STPL	STRIKE TEAM LEADER, TRACTOR/PLOW (NFPA Fire Officer)	H	23.73
STLM	STRIKE TEAM LEADER MILITARY	H	23.73
STPS	STRUCTURAL PROTECTION SPECIALIST	J	28.87
TFLD	TASK FORCE LEADER	H	23.73

THSP	SWAMPER	C	14.64
TOLC	TAKE-OFF AND LANDING COORDINATOR	E	17.73
TRPB	TRACTOR/PLOW BOSS	F	19.41
TPOP	TRACTOR/PLOW OPERATOR	h	23.73
WHSP	WATER HANDLING SPECIALIST	F	19.41
THSP	HEAVY EQUIPMENT TECHNICAL SPECIALIST	K	31.71
	<b>PLANNING</b>		
ACPC	ASSISTANT AREA COMMANDER, PLANNING	L	38.02
DMOB	DEMOB UNIT LEADER	H	23.73
DOCL	DOCUMENTATION UNIT LEADER	F	19.41
DPRO	DISPLAY PROCESSOR	C	14.64
FBAN	FIRE BEHAVIOR ANALYST	J	28.87
FEMO	FIRE EFFECTS MONITOR	H	23.73
FINV	FIRE INVESTIGATOR	J	28.87
FLIR	FLIR OPERATOR	H	23.73
FOBS	FIELD OBSERVER	F	19.41
GISS	GIS SPECIALIST	G	21.12
HRSP	HUMAN RESOURCE SPECIALIST	H	23.73
IMET	INCIDENT METEOROLOGIST	H	23.73
LTAN	LONG TERM FIRE ANALYST	J	28.87
PBOP	PROBEYE OPERATOR	H	23.73
PSC1	PLANNING SECTION CHIEF TYPE 1	L	38.02
PSC2	PLANNING SECTION CHIEF TYPE 2	K	31.71
PSC3	PLANNING SECTION CHIEF TYPE 3	H	23.73
RESC	RESOURCE CLERK	C	14.64
RESL	RESOURCE UNIT LEADER	H	23.73
SCKN	STATUS/CHECK IN RECORDER	E	17.73
SITL	SITUATION UNIT LEADER	H	23.73
TNSP	TRAINING SPECIALIST	F	19.41
WOBS	WEATHER OBSERVER	E	17.73
XEDO	XEDAR OPERATOR	H	23.73
	<b>LOGISTICS</b>		
ACLC	ASSISTANT AREA COMMANDER, LOGISTICS	L	38.02
BCMG	BASE CAMP MANAGER	E	17.73
THSP	CAMP CREW HELP	A	11.97
THSP	CAMP CREW SQUAD BOSS	C	14.64
THSP	CAMP CREW BOSS	D	16.18
CASC	SUPPLY CLERK	C	14.64
CCOO	COMPUTER COORDINATOR	G	21.12
CDSP	CACHE DEMOB SPECIALIST	F	19.41
COML	COMMUNICATIONS UNIT LEADER	H	23.73
COMT	INCIDENT COMMUNICATION TECH	F	19.41
EMTB	EMERGENCY MEDICAL TECH BASIC	G	21.12
EMTI	EMERGENCY MEDICAL TECHNICIAN INTERMEDIATE	G	21.12

EMTP	EMERGENCY MEDICAL TECHNICIAN PARAMEDIC	J	28.87
EQPI	EQUIPMENT INSPECTOR	D	16.18
EQPM	EQUIPMENT MANAGER	E	17.73
FACL	FACILITIES UNIT LEADER	H	23.73
FDUL	FOOD UNIT LEADER	H	23.73
GSUL	GROUND SUPPORT UNIT LEADER	H	23.73
IMSA	INCIDENT MEDICAL SPECIALIST ASSISTANT	G	21.12
IMSM	INCIDENT MEDICAL SPECIALIST MANAGER	H	23.73
IMST	INCIDENT MEDICAL SPECIALIST TECHNICIAN	G	21.12
INCM	INCIDENT COMMUNICATIONS CENTER MANAGER	E	17.73
LSC1	LOGISTICS SECTION CHIEF TYPE 1	L	38.02
LSC2	LOGISTICS SECTION CHIEF TYPE 2	K	31.71
LSC3	LOGISTICS SECTION CHIEF TYPE 3	H	23.73
MEDL	MEDICAL UNIT LEADER	H	23.73
ORDM	ORDERING MANAGER	E	17.73
RADO	RADIO OPERATOR	B	13.17
RCDM	RECEIVING AND DISTRIBUTION MANAGER	E	17.73
SECG	SECURITY GUARD (NOT LE)	C	14.64
SECM	SECURITY MANAGER	E	17.73
SUBD	SUPPORT BRANCH DIRECTOR	K	31.71
SPUL	SUPPLY UNIT LEADER	H	23.73
SVBD	SERVICE BRANCH DIRECTOR	K	31.71
TESP	TOOL AND EQUIPMENT SPECIALIST	C	14.64
THSP	REGISTERED NURSE	N	30.25
	<b>COORDINATION AND SUPPORT</b>		
THSP	AIRCRAFT COORDINATOR (National and GACC)	I	26.23
THSP	AIR SPACE COORDINATOR	H	23.73
ACDP	AIRCRAFT DISPATCHER	H	23.73
ARCH	ARCHEOLOGIST	K	31.71
ATBM	A/T BASE MANAGER	H	23.73
BUYL	BUYING TEAM LEADER - NATIONAL	L	38.02
BUYL	BUYING TEAM LEADER - GEOGRAPHIC	K	31.71
BUYM	BUYING TEAM MEMBER	F	19.41
CAMP	KITCHEN/CAMP HELPER	B	13.17
CASC	CLERK	C	14.64
CDER	COMPUTER DATA ENTRY RECORDER	D	16.18
COOK1	COOK, HEAD CAMP	F	19.41
COOK2	COOK, HELPER	D	16.18
COOK2	COOK, HELPER, TRAINEE	C	14.64
CORD	COORDINATOR, EXPANDED DISPATCH	J	28.87
CONO	CONTRACTING OFFICER	K	31.71
COTR	CONTRACTING OFFICER TECHNICAL REPRESENTATIVE	G	21.12
ICPI	INTERAGENCY CONTRACT PROJECT INSPECTOR	G	21.12
CRNW	CONTRACT REPRESENTATIVE NATION WIDE	G	21.12
CTSP	COMPUTER TECHNICAL SPECIALIST	H	23.73

THSP	COST APPORTIONMENT TECHNICAL SPECIALIST	H	23.73
CISD	CRITICAL INCIDENT STRESS PEER SUPPORT TEAM MEMBER	F	19.41
DRCL	DRIVER, CDL REQUIRED	E	17.73
DRVS	DRIVER, OVER 1 TON AND UP TO 4 TONS, NO CDL REQ'D	D	16.18
DRVP	DRIVER, UP TO AND INCLUDING 1 TON	C	14.64
ESFL	FEMA EMERGENCY SUPPORT FUNCTION #4, PRIMARY	K	31.71
ESFW	FEMA EMERGENCY SUPPORT FUNCTION #4, WILDLAND	I	26.23
ESFS	FEMA EMERGENCY SUPPORT FUNCTION #4, STRUCTURE	I	26.23
ESFA	FEMA EMERGENCY SUPPORT FUNCTION #4, ADMIN	F	19.41
EDRC	EXPANDED DISPATCH RECORDER	C	14.64
EDSD	EXPANDED DISPATCH SUPPORT DISPATCHER	F	19.41
EDSP	EXPANDED DISPATCH SUPERVISORY DISPATCHER	H	23.73
FUEL	FUELING SPECIALIST	D	16.18
FUM1	FIRE USE MANAGER TYPE 1	K	31.71
FUM2	FIRE USE MANAGER TYPE 2	J	28.87
FWPT	FIXED WING PARKING TENDER	C	14.64
GMEC	MECHANIC (AUTOMOTIVE / HEAVY EQUIPMENT)	G	21.12
IADP	INITIAL ATTACK DISPATCHER	H	23.73
INTL	INTELLIGENCE LEAD	J	28.87
INTS	INTELLIGENCE SUPPORT	G	21.12
IBA1	INCIDENT BUSINESS ADVISOR, TYPE 1	L	38.02
IBA2	INCIDENT BUSINESS ADVISOR, TYPE 2	K	31.71
THSP	STATE INCIDENT BUSINESS ADVISOR	H	23.73
THSP	INSTRUCTOR (S300 COURSES AND BELOW)	H	23.73
THSP	INSTRUCTOR (S400 COURSES AND BELOW)	J	28.87
IRIN	INFRARED INTERPRETER	G	21.12
THSP	LABORER	C	14.64
THSP	LEAD ACCOUNTING TECHNICIAN	G	21.12
THSP	LEAD INSTRUCTOR (S300 COURSES AND BELOW)	I	26.23
THSP	LEAD INSTRUCTOR (S400 COURSES AND ABOVE)	K	31.71
THSP	LEAD PLANE COORDINATOR	G	21.12
MABM	MAFFS AIRTANKER BASE MANAGER	H	23.73
MAFF	MAFFS LIAISON OFFICER	H	23.73
MCCO	MAC GROUP COORDINATOR	K	31.71
MXMS	MIXMASTER	G	21.12
THSP	MILITARY INSTALLATION LOGISTICS COORDINATOR	H	23.73
PACK	PACKER	F	19.41
THSP	PILOT	L	38.02
PREV	PREVENTION TECHNICIAN	C	14.64
PETL	FIRE PREVENTION/EDUCATION TEAM LEADER	K	31.71
PETM	PREVENTION TEAM MEMBER	J	28.87
PA25	PURCHASING AGENT (\$25,000)	H	23.73
RAMP	RAMP MANAGER	F	19.41
READ	RESOURCE ADVISOR	I	26.23
SEC2	SECURITY SPECIALIST	C	14.64
SMEC	SMALL ENGINE MECHANIC	E	17.73
THSP	AIRCRAFT MECHANIC	L	38.02
THSP	BRANCH DIRECTOR, AREA COMMAND	L	38.02

THSP	FORKLIFT OPERATOR	C	14.64
THSP	HAZARDOUS MATERIAL SPECIALIST	H	23.73
THSP	HEAVY EQUIPMENT OPERATOR	E	17.73
THSP	MESSENGER	A	11.97
THSP	MOBILIZATION CENTER COORDINATOR	K	31.71
THSP	PRINCIPLE ADVISOR (FEMA)	L	38.02
THSP	STATE LIAISON	L	38.02
THSP	VOUCHER EXAMINER	F	19.41
WHHR	MATERIALS HANDLER (WHSE/CACHE WORKER)	E	17.73
WHLR	MATERIALS HANDLER, LEADER (WHSE/CACHE WORKER)	F	19.41

**State of North Dakota Forest Service Position Matrix for Emergency  
Firefighters (EFFs) – Rates of Pay – Calendar Year 2009**

## 2009 NDFS EFF PAY PLAN

A	11.97
B	13.17
C	14.64
D	16.18
E	17.73
F	19.41
G	21.12
H	23.73
I	26.23
J	28.87
K	31.71
L	38.02
M	45.22
N	30.25
O	43.91
EFF 1	10.00
EFF 2	11.00
EFF 2 squad	
boss	12.00
EFF 3	13.50

\*\*\*\* Rate assessed based upon experience and training, will be set equal to or greater than an above EFF rate and will be no greater than the listed rate to the right of the position.

	COMMAND		
ACDR	AREA COMMANDER	M	45.22
AREP	AGENCY REPRESENTATIVE	K	31.71
CFAD	COUNTY FIRE ADVISOR	J	28.87
DPIC	DEPUTY INCIDENT COMMANDER	M	45.22
ICT1	INCIDENT COMMANDER TYPE 1	M	45.22
ICT2	INCIDENT COMMANDER TYPE 2	K	31.71
ICT3	INCIDENT COMMANDER TYPE 3	J	28.87
ICT4	INCIDENT COMMANDER TYPE 4	****	19.41
ICT5	INCIDENT COMMANDER TYPE 5 (IA)	****	17.73
IARR	INTERAGENCY RESOURCE REPRESENTATIVE	G	21.12
PIO1	PUBLIC INFORMATION OFFICER TYPE 1	L	38.02
PIO2	PUBLIC INFORMATION OFFICER TYPE 2	K	31.71
PIOF	PUBLIC INFORMATION OFFICER	G	21.12
LOFR	LIAISON OFFICER	K	31.71
SOF1	SAFETY OFFICER TYPE 1	L	38.02
SOF2	SAFETY OFFICER TYPE 2	K	31.71
SOFR	SAFETY OFFICER LINE	H	23.73
	FINANCE		
CLMS	CLAIMS SPECIALIST	E	17.73
CMSY	COMMISSARY MANAGER	E	17.73
COMP	COMP/CLAIMS UNIT LEADER	H	23.73
COST	COST UNIT LEADER	H	23.73
EQTR	EQUIPMENT TIME RECORDER	****	17.73
FSC1	FINANCE/ADMIN SECTION CHIEF TYPE 1	L	38.02
FSC2	FINANCE/ADMIN SECTION CHIEF TYPE 2	K	31.71
FSC3	FINANCE/ADMIN SECTION CHIEF TYPE 3	H	23.73
INJR	COMP FOR INJURY SPECIALIST	E	17.73
PROC	PROCUREMENT UNIT LEADER	I	26.23
PTRC	PERSONNEL TIME RECORDER	****	17.73
TIME	TIME UNIT LEADER	H	23.73
	OPERATIONS		
ABRO	AIRCRAFT BASE RADIO OPERATOR	C	14.64
ACAC	AREA COMMAND AVIATION COORDINATOR	L	38.02
AOBS	AERIAL OBSERVER	F	19.41
AOBD	AIR OPERATIONS BRANCH DIRECTOR	K	31.71
THSP	AIR SPACE COORDINATOR	H	23.73
ASGS	AIR SUPPORT GROUP SUPERVISOR	J	28.87
THSP	AIR TACTICAL SUPERVISOR - attached to ASM1	J	28.87
ATCO	AIR TANKER/FIXED WING COORDINATOR	I	26.23
ATGS	AIR TACTICAL GROUP SUPERVISOR	J	28.87
CREP	CREW REPRESENTATIVE	G	21.12

CRWB	CREW BOSS	****	19.41
DECK	DECK COORDINATOR	F	19.41
DIVS	DIVISION/GROUP SUPERVISOR	J	28.87
DOZ1	DOZER/TRACTOR-PLOW OPERATOR	H	23.73
DOZB	DOZER BOSS	****	19.41
THSP	LGFF COMPANY OFFICER	G	21.12
ENGB	ENGINE BOSS	****	19.41
ENOP	ENGINE OPERATOR	****	17.73
WTOP	WATER TENDER DRIVER/OPERATOR	****	17.73
FALA	FALLER CLASS A (UP TO 12" DBH)	****	16.18
FALB	FALLER CLASS B (UP TO 24" DBH)	****	19.41
FALC	FALLER – CLASS C (EQUAL TO OR GREATER THAN 24" DBH)	****	26.23
FELB	FELLING BOSS	****	19.41
FFT1	ADVANCED FIREFIGHTER (SQUAD BOSS, IHCM)	****	16.18
FFT2	FIREFIGHTER (TYPE 2 CREWMEMBER)	****	14.64
THSP	FIRE LOOKOUT	D	16.18
FIRB	FIRING BOSS	****	19.41
FWBM	FIXED WING BASE MANAGER	H	23.73
HELM	HELICOPTER MANAGER	G	21.12
HEB1	HELIBASE MANAGER TYPE 1	I	26.23
HEB2	HELIBASE MANAGER TYPE 2	H	23.73
HECM	HELICOPTER CREWMEMBER	****	16.18
HELB	HELICOPTER BOSS, SINGLE RESOURCE	****	19.41
HLCO	HELICOPTER COORDINATOR	I	26.23
LOAD	LOADMASTER	E	17.73
OPBD	OPERATIONS BRANCH DIRECTOR	K	31.71
OSC1	OPERATIONS SECTION CHIEF TYPE 1	L	38.02
OSC2	OPERATIONS SECTION CHIEF TYPE 2	K	31.71
OSC3	OPERATIONS SECTION CHIEF TYPE 3	H	23.73
PILO	PILOT	O	43.91
THSP	SEAT COORDINATOR	I	26.23
SEMG	SINGLE ENGINE A/T MANAGER	G	21.12
STAM	STAGING AREA MANAGER	F	19.41
STCR	STRIKE TEAM LEADER CREW (NFPA Fire Officer)	H	23.73
STDZ	STRIKE TEAM LEADER DOZER (NFPA Fire Officer)	H	23.73
STEN	STRIKE TEAM LEADER ENGINE (NFPA Fire Officer)	H	23.73
STPL	STRIKE TEAM LEADER, TRACTOR/PLOW (NFPA Fire Officer)	H	23.73
STLM	STRIKE TEAM LEADER MILITARY	H	23.73
STPS	STRUCTURAL PROTECTION SPECIALIST	J	28.87
TFLD	TASK FORCE LEADER	H	23.73
THSP	SWAMPER	****	14.64
TOLC	TAKE-OFF AND LANDING COORDINATOR	E	17.73
TRPB	TRACTOR/PLOW BOSS	****	19.41
TPOP	TRACTOR/PLOW OPERATOR	****	23.73
WHSP	WATER HANDLING SPECIALIST	****	19.41
THSP	HEAVY EQUIPMENT TECHNICAL SPECIALIST	K	31.71

	<b>PLANNING</b>		
ACPC	ASSISTANT AREA COMMANDER, PLANNING	L	38.02
DMOB	DEMOB UNIT LEADER	H	23.73
DOCL	DOCUMENTATION UNIT LEADER	F	19.41
DPRO	DISPLAY PROCESSOR	C	14.64
FBAN	FIRE BEHAVIOR ANALYST	J	28.87
FEMO	FIRE EFFECTS MONITOR	H	23.73
FINV	FIRE INVESTIGATOR	J	28.87
FLIR	FLIR OPERATOR	H	23.73
FOBS	FIELD OBSERVER	F	19.41
GISS	GIS SPECIALIST	G	21.12
HRSP	HUMAN RESOURCE SPECIALIST	H	23.73
IMET	INCIDENT METEOROLOGIST	H	23.73
LTAN	LONG TERM FIRE ANALYST	J	28.87
PBOP	PROBEYE OPERATOR	H	23.73
PSC1	PLANNING SECTION CHIEF TYPE 1	L	38.02
PSC2	PLANNING SECTION CHIEF TYPE 2	K	31.71
PSC3	PLANNING SECTION CHIEF TYPE 3	H	23.73
RESC	RESOURCE CLERK	****	14.64
RESL	RESOURCE UNIT LEADER	H	23.73
SCKN	STATUS/CHECK IN RECORDER	****	17.73
SITL	SITUATION UNIT LEADER	H	23.73
TNSP	TRAINING SPECIALIST	F	19.41
WOBS	WEATHER OBSERVER	****	17.73
XEDO	XEDAR OPERATOR	H	23.73
	<b>LOGISTICS</b>		
ACLC	ASSISTANT AREA COMMANDER, LOGISTICS	L	38.02
BCMG	BASE CAMP MANAGER	E	17.73
THSP	CAMP CREW MEMBER	****	11.97
THSP	CAMP CREW SQUAD BOSS	****	14.64
THSP	CAMP CREW BOSS	****	16.18
CASC	SUPPLY CLERK	****	14.64
CCOO	COMPUTER COORDINATOR	G	21.12
CDSP	CACHE DEMOB SPECIALIST	F	19.41
COML	COMMUNICATIONS UNIT LEADER	H	23.73
COMT	INCIDENT COMMUNICATION TECH	F	19.41
EMTB	EMERGENCY MEDICAL TECH BASIC	G	21.12
EMTI	EMERGENCY MEDICAL TECHNICIAN INTERMEDIATE	G	21.12
EMTP	EMERGENCY MEDICAL TECHNICIAN PARAMEDIC	J	28.87
EQPI	EQUIPMENT INSPECTOR	D	16.18
EQPM	EQUIPMENT MANAGER	E	17.73
FACL	FACILITIES UNIT LEADER	H	23.73
FDUL	FOOD UNIT LEADER	H	23.73



GSUL	GROUND SUPPORT UNIT LEADER	H	23.73
IMSA	INCIDENT MEDICAL SPECIALIST ASSISTANT	G	21.12
IMSM	INCIDENT MEDICAL SPECIALIST MANAGER	H	23.73
IMST	INCIDENT MEDICAL SPECIALIST TECHNICIAN	G	21.12
INCM	INCIDENT COMMUNICATIONS CENTER MANAGER	E	17.73
LSC1	LOGISTICS SECTION CHIEF TYPE 1	L	38.02
LSC2	LOGISTICS SECTION CHIEF TYPE 2	K	31.71
LSC3	LOGISTICS SECTION CHIEF TYPE 3	H	23.73
MEDL	MEDICAL UNIT LEADER	H	23.73
ORDM	ORDERING MANAGER	E	17.73
RADO	RADIO OPERATOR	****	13.17
RCDM	RECEIVING AND DISTRIBUTION MANAGER	E	17.73
SECG	SECURITY GUARD (NOT LE)	****	14.64
SECM	SECURITY MANAGER	E	17.73
SUBD	SUPPORT BRANCH DIRECTOR	K	31.71
SPUL	SUPPLY UNIT LEADER	H	23.73
SVBD	SERVICE BRANCH DIRECTOR	K	31.71
TESP	TOOL AND EQUIPMENT SPECIALIST	****	14.64
THSP	REGISTERED NURSE	N	30.25
	<b>COORDINATION AND SUPPORT</b>		
THSP	AIRCRAFT COORDINATOR (National and GACC)	I	26.23
THSP	AIR SPACE COORDINATOR	H	23.73
ACDP	AIRCRAFT DISPATCHER	H	23.73
ARCH	ARCHEOLOGIST	K	31.71
ATBM	A/T BASE MANAGER	H	23.73
BUYL	BUYING TEAM LEADER - NATIONAL	L	38.02
BUYL	BUYING TEAM LEADER - GEOGRAPHIC	K	31.71
BUYM	BUYING TEAM MEMBER	F	19.41
CAMP	KITCHEN/CAMP HELPER	****	13.17
CASC	CLERK	****	14.64
CDER	COMPUTER DATA ENTRY RECORDER	****	16.18
COOK1	COOK, HEAD CAMP	****	19.41
COOK2	COOK, HELPER	****	16.18
COOK2	COOK, HELPER, TRAINEE	****	14.64
CORD	COORDINATOR, EXPANDED DISPATCH	J	28.87
CONO	CONTRACTING OFFICER	K	31.71
COTR	CONTRACTING OFFICER TECHNICAL REPRESENTATIVE	G	21.12
ICPI	INTERAGENCY CONTRACT PROJECT INSPECTOR	G	21.12
CRNW	CONTRACT REPRESENTATIVE NATION WIDE	G	21.12
CTSP	COMPUTER TECHNICAL SPECIALIST	H	23.73
THSP	COST APPORTIONMENT TECHNICAL SPECIALIST	H	23.73
CISD	CRITICAL INCIDENT STRESS PEER SUPPORT TEAM MEMBER	F	19.41
DRCL	DRIVER, CDL REQUIRED	****	17.73
DRVS	DRIVER, OVER 1 TON AND UP TO 4 TONS, NO CDL REQ'D	****	16.18

DRVP	DRIVER, UP TO AND INCLUDING 1 TON	****	14.64
ESFL	FEMA EMERGENCY SUPPORT FUNCTION #4, PRIMARY	K	31.71
ESFW	FEMA EMERGENCY SUPPORT FUNCTION #4, WILDLAND	I	26.23
ESFS	FEMA EMERGENCY SUPPORT FUNCTION #4, STRUCTURE	I	26.23
ESFA	FEMA EMERGENCY SUPPORT FUNCTION #4, ADMIN	F	19.41
EDRC	EXPANDED DISPATCH RECORDER	****	14.64
EDSD	EXPANDED DISPATCH SUPPORT DISPATCHER	F	19.41
EDSP	EXPANDED DISPATCH SUPERVISORY DISPATCHER	H	23.73
FUEL	FUELING SPECIALIST	****	16.18
FUM1	FIRE USE MANAGER TYPE 1	K	31.71
FUM2	FIRE USE MANAGER TYPE 2	J	28.87
FWPT	FIXED WING PARKING TENDER	C	14.64
GMEC	MECHANIC (AUTOMOTIVE / HEAVY EQUIPMENT)	G	21.12
IADP	INITIAL ATTACK DISPATCHER	H	23.73
INTL	INTELLIGENCE LEAD	J	28.87
INTS	INTELLIGENCE SUPPORT	G	21.12
IBA1	INCIDENT BUSINESS ADVISOR, TYPE 1	L	38.02
IBA2	INCIDENT BUSINESS ADVISOR, TYPE 2	K	31.71
THSP	STATE INCIDENT BUSINESS ADVISOR	H	23.73
THSP	INSTRUCTOR (S300 COURSES AND BELOW)	H	23.73
THSP	INSTRUCTOR (S400 COURSES AND BELOW)	J	28.87
IRIN	INFRARED INTERPRETER	G	21.12
THSP	LABORER	****	14.64
THSP	LEAD ACCOUNTING TECHNICIAN	G	21.12
THSP	LEAD INSTRUCTOR (S300 COURSES AND BELOW)	I	26.23
THSP	LEAD INSTRUCTOR (S400 COURSES AND ABOVE)	K	31.71
THSP	LEAD PLANE COORDINATOR	G	21.12
MABM	MAFFS AIRTANKER BASE MANAGER	H	23.73
MAFF	MAFFS LIAISON OFFICER	H	23.73
MCCO	MAC GROUP COORDINATOR	K	31.71
MXMS	MIXMASTER	G	21.12
THSP	MILITARY INSTALLATION LOGISTICS COORDINATOR	H	23.73
PACK	PACKER	F	19.41
THSP	PILOT	L	38.02
PREV	PREVENTION TECHNICIAN	****	14.64
PETL	FIRE PREVENTION/EDUCATION TEAM LEADER	K	31.71
PETM	PREVENTION TEAM MEMBER	J	28.87
PA25	PURCHASING AGENT (\$25,000)	H	23.73
RAMP	RAMP MANAGER	F	19.41
READ	RESOURCE ADVISOR	I	26.23
SEC2	SECURITY SPECIALIST	C	14.64
SMEC	SMALL ENGINE MECHANIC	E	17.73
THSP	AIRCRAFT MECHANIC	L	38.02
THSP	BRANCH DIRECTOR, AREA COMMAND	L	38.02
THSP	FORKLIFT OPERATOR	C	14.64
THSP	HAZARDOUS MATERIAL SPECIALIST	H	23.73

THSP	HEAVY EQUIPMENT OPERATOR	E	17.73
THSP	MESSENGER	****	11.97
THSP	MOBILIZATION CENTER COORDINATOR	K	31.71
THSP	PRINCIPLE ADVISOR (FEMA)	L	38.02
THSP	STATE LIAISON	L	38.02
THSP	VOUCHER EXAMINER	F	19.41
WHHR	MATERIALS HANDLER (WHSE/CACHE WORKER)	****	17.73
WHLR	MATERIALS HANDLER, LEADER (WHSE/CACHE WORKER)	****	19.41

### 14.3 Agency-Provided Commissary

The following items may be procured by agency acquisition personnel to keep incident personnel productive. It is the camp's responsibility to consolidate a commissary order for the acquisition personnel. The acquisition personnel should make the purchases and price out items on the commissary request to facilitate the distribution and crew/individual charges. Appropriate deductions will be made on the individual's OF-288.

<b>Mandatory Inventory</b>	<b>Description</b>	<b>Recommend</b>
Boots	<ul style="list-style-type: none"> <li>Leather</li> </ul>	Individual must identify brand and size. Any returns would be the responsibility of the individual.
Boot Insoles		Indicate size required
Boot Laces	<ul style="list-style-type: none"> <li>72"</li> <li>90"</li> <li>108"</li> </ul>	Leather only
Neckerchiefs	<ul style="list-style-type: none"> <li>Bandana style</li> </ul>	Will be assorted colors – will not allow color choice.
Personal Hygiene Products	<ul style="list-style-type: none"> <li>Shampoo</li> <li>Conditioner</li> <li>Disposable razor</li> <li>Shaving cream</li> <li>Toothpaste</li> <li>Toothbrush</li> <li>Deodorant</li> <li>Hand lotion</li> <li>Tampons/feminine napkins</li> </ul>	All travel or trial size
Socks	<ul style="list-style-type: none"> <li>Tube socks (cotton, cotton blend, white)</li> <li>Wool Blend</li> </ul>	Allow men's and women's, allow single, 3, or 6 pack.
Sweatshirts	<ul style="list-style-type: none"> <li>Crew</li> <li>Hooded</li> </ul>	Mens sizes S through XXL, Hanes/comparable, solid color no choice - default black, navy, gray, red
Thermal Underwear	<ul style="list-style-type: none"> <li>Tops and bottoms</li> </ul>	Long sleeve, ankle length, Hanes/comparable, men's sizes S thru XL
Tobacco Products	<ul style="list-style-type: none"> <li>Cigarettes</li> <li>Chewing tobacco</li> </ul>	Identify brand, must be purchased by carton/roll.

T-Shirts	<ul style="list-style-type: none"><li>• V-neck or crew neck</li></ul>	Men size, cotton, 3-packs, white
Undergarments	<ul style="list-style-type: none"><li>• Men's briefs or boxers, cotton, white, usually 3 pack</li><li>• Women's briefs, white (if available) cotton 3 pack</li></ul>	Usually come in 3 packs, simple Fruit of the Loom or Hanes style.

### 15.3 – Northern Rockies APMC/OWCP Management Guidelines

#### Background:

The NRCG Board of Directors will retain the use of APMC, provided that each agency committed their field units to have procedures in place to manage APMC with their local medical facilities. Each agency is directed to provide specific instructions for APMC management to the Incident Management Teams (IMT) via their Incident Business Plans.

It was also decided that contractors would have to pay the medical facility at the time of service or make arrangements with the medical facility for payment, as there would be no deductions from their equipment use invoices for APMC charges. **Note:** IMTs and host units need to verify if crew members are contract or agency to ensure correct payment arrangements are made.

#### APMC Management Guidelines:

1. Each field unit (Forest, Land Office, Field Office, National Park/Monument, Refuge) will establish contact with local medical facilities prior to fire season and use the "Northern Rockies Fire Suppression Injury Medical Facility Information Sheet" to brief the billing department on the requirements for payment (APMC and Workers Compensation).
2. Each field unit will establish a procurement mechanism for payment of APMC injuries (credit card, blanket purchase agreement/direct bill, etc.) prior to fire season. This information should be contained in the unit's Service & Supply Plan.
3. Coordination with Incident Management Teams:  
Each field unit would identify a contact person whose role will be the following:
  - a. Primary unit contact person for an IMT to coordinate with when an injured employee or contractor is being transported to a medical facility. Contact numbers will be published in the unit's Incident Business Plan and given to the FSC and Medical Unit.
  - b. Knowledgeable of the IIBMH requirements, Chapter 10, Section 15, Compensation for Injury (white pages=NWCG and blue pages=NRCG), as

well as all federal or state agencies' workers compensation forms requirements to effectively work with the medical facility to insure correct payment.

- c. Ensure that the injured person taken to the medical facility is accompanied by an IMT member who is knowledgeable about APMC and OWCP. If not accompanied by an IMT member, meet the injured person or make contact with the medical facility within a short period of time after their arrival.
  - d. Depending on the diagnosis, unit contact will coordinate with the IMT and provide oversight to ensure the correct acquisition instrument or workers compensation authorizations are used for proper payment. **\*\*Note:** IIBMH, Chapter 10, Section 15.2-2. identifies what injuries qualify for APMC payment.
  - e. Ensure that contractors and their employees make financial arrangements with the medical facility for payment and that there is no financial liability for the government.
  - f. Ensure the appropriate injury forms are returned to the IMT for proper distribution.
    - i. For APMC payments, a copy of the APMC authorization form (FS-6100-16/NRCG Rev 06/08) is kept for the host unit acquisition official performing the payment
    - ii. For workers compensation injuries, all workers compensation forms are returned to the IMT for proper distribution.
  - g. Employees involved with a bloodborne pathogen exposure: procurement of the testing must be done with a resource order for the test and paid by normal procurement methods. Bloodborne pathogen testing is not an APMC or OWCP procedure.
4. When an IMT is closing out, the host fire unit's administrative representative will ensure that there are no billing issues with the local medical facilities.
5. Field Unit Incident Injuries – Initial Attack and Type 3-5 Fires:  
Each unit will identify a contact person whose role will be the following (may be the same individual(s) identified in #3 above):
- a. Primary contact person for the field unit to notify when an injured employee or contractor is being transported to a medical facility. Contact numbers will be published in the unit's Incident Business Plan and given to the Type 3 IC.
  - b. Knowledgeable of the IIBMH requirements, Chapter 10, Section 15, Compensation for Injury, as well as all federal or state agencies' workers compensation forms requirements to effectively work with the medical facility to insure correct payment.
  - c. Meet the injured person at the medical facility (or make contact with the medical facility within a short period of time after their arrival) to ensure the correct forms are completed.
  - d. Responsible to ensure the correct acquisition instrument or workers compensation authorizations are used to ensure that the medical facility is

- properly paid. **\*\*Note:** IIBMH, Chapter 10, Section 15.2-2. of the white pages identifies what injuries qualify for APMC payment.
- e. Ensure that contractors and their employees make financial arrangements with the medical facility for payment and that there is no financial liability for the government.
  - f. Ensure the appropriate injury forms are completed and properly distributed per the IIBMH and agency direction:
    - i. For APMC payments, a copy of the APMC authorization form (FS-6100-16, NRCG Rev 06/08) is kept for the host unit acquisition official performing the payment
    - ii. For workers compensation injuries, all workers compensation forms are properly distributed per the IIBMH and agency direction.
6. If state and federal agencies are located in the same town or vicinity and use the same medical facilities, they are encouraged to work together to educate the medical facilities on the correct billing procedures for APMC and workers compensation, as well as capitalize on their contact persons working together to cover fire season.

### 15.3 Exhibit 01



#### Northern Rockies Fire Suppression Injury Medical Facility Information Sheet

Local Contact Person(s) & Telephone Number:

Name	Agency	Office Phone	Cell Phone	Address

The local contact person(s) will work with you to ensure the proper completion of the injury and payment forms.

#### Agency Provided Medical Care (APMC)

##### Definition:

“Limited to first aid type of treatment and **may not** include authorization for therapy, stitches, x-rays, and other non-first aid treatments.” “Examples of first aid treatments include cleaning, flushing, or soaking wounds on the skin surface; using wound coverings such as bandages; using hot or cold therapy; using any totally non-rigid means of support such as elastic bandages, wraps, non-rigid back belts; using temporary immobilization devices while transporting an accident victim such as splints, slings, neck collars, or back boards; using eye patches; using simple irrigation or a cotton swab to remove foreign bodies not embedded in or adhered to the eye; using finger guards; drinking fluids to relieve heat stress.” Reference: Interagency Incident Business Management Handbook, Chapter 10, Section 15.2-2.

##### APMC Form: FS-6100-16 NRCG Rev 06/08.

- Blocks 1-14 must be completed when the injured employee arrives or shortly thereafter.
- Part B – Physician completes Blocks 1-6.
- The original form will be returned to the incident camp or host unit for proper distribution.
- The agency contact person will ensure that the medical facility is paid for the services authorized on the FS-6100-16 NRCG Rev 06/08.



**Workers Compensation.** The following must be completed when an injured employee arrives or shortly thereafter:

**Federal Agencies:**

- For traumatic injuries, a CA-16 may be issued from camp or host unit with blocks 1-6, 9-13 complete.
- A signature of the issuing government official **must** be in block 8.
- The address for the US Department of Labor in block 12 will be provided to you by the local contact person.
- After the physician has completed part B (back), a copy will be left with the medical facility. The original will be returned to the incident camp or host unit for proper distribution.

**State Agencies:**

**Montana:**

- A First Report of Injury Form will be issued from camp with the Worker, Accident Description, Employer Name and Tax ID, and Signature blocks completed. DNRC tax ID # is 81-0302402.
- Complete the Medical section at the medical facility.
- An attending physician report must be completed and included with the form for processing.
- A copy of the First Report for Injury Form will be left at the medial facility. The original form and attending physician report will be returned to the incident camp, faxed to MT State Fund and to the host unit, with the original remaining in the fire package.
- Forms are available at <http://montanastatefund.com>
- Contact MT State Fund at 800-332-6102, and ask for Team 6.

**Idaho:**

- Report the injury/illness to the employee's home district as soon as possible.
- The Idaho State Insurance Fund (SIF) Workers Compensation - First Report of Injury or Illness form must be completed as thoroughly as possible. The form with employer information completed is available at [http://www.fs.fed.us/r1/fire/nrcg/Committees/business\\_committee.htm](http://www.fs.fed.us/r1/fire/nrcg/Committees/business_committee.htm). The home unit will be able to assist in completing the form, if necessary.
- A copy of the First Report form will be retained at the medical facility. The original form will be returned to the incident camp. A copy will be faxed to the home district. The original will remain with the employee. The IDL district will complete and submit to the State Insurance Fund office.
- Medical facility will submit bill only to: State Insurance Fund, PO Box 83720, Boise, ID 83720-0044.
- Contact IDL Duty Officer with any questions at 208-769-1522.

**North Dakota:**

- The First Report of Injury Form, WS1, must have sections 1 and 2 completed when issued from camp. Section 3 is completed by the medical provider.
- The Incident Management Team or host unit will ensure that the employee has also completed the Release of Information to Workforce Safety & Insurance form and, if applicable, the Prior Injury & pre-Existing Condition Follow-up form.
- A copy of the First Report of Injury Form will be left at the medical facility. The original form and attending physician report will be returned to the incident camp or host unit for proper distribution.
- Contact NDSU Safety Office at 701-231-6740 if assistance is needed.
- Forms are available at:  
[http://www.fs.fed.us/r1/fire/nrcg/Committees/business\\_committee.htm](http://www.fs.fed.us/r1/fire/nrcg/Committees/business_committee.htm)

**Private Contractors:**

Private contractors (contracted by the government to provide equipment and services, including crews) are not covered under any government agency injury program. They must carry their own insurance and workers compensation coverage. Payment for medical services must be made directly with the medical provider. The government agencies are not responsible for private contractor medical bills.

**15.5 Exhibit 04 – OWCP addresses and alpha chargeback codes for all Northern Rockies Tribal Agencies (taken from the Northern Rockies Native American Crew Plan)**

OWCP CODE 7106BN  
Blackfeet Agency/C51  
Bureau of Indian Affairs  
Browning, MT 59417

OWCP CODE 7106HA  
Fort Belknap Agency/C55  
Bureau of Indian Affairs  
Harlem, MT 59526

OWCP CODE 7106CR  
Crow Agency/C52  
Bureau of Indian Affairs  
Crow Agency, MT 59022

OWCP CODE 7106BX  
Rocky Boys Agency/C59  
Chippewa Cree Tribe  
Box Elder, MT 59521

OWCOP CODE 7106PO  
Fort Peck Agency/C56  
Bureau of Indian Affairs  
Poplar, MT 59255

OWCP CODE 7156PA  
Flathead Agency/P13  
CS&K Tribe  
Ronan, MT 59864

OWCP CODE 7106LD  
Northern Cheyenne Agency/C57  
Bureau of Indian Affairs  
Lame Deer, MT 59043

OWCP CODE 7156NT  
Fort Berthold Agency/A04  
Three Affiliated Tribes  
New Town, ND 58763-9402

OWCP CODE 7106FO  
Fort Totten Agency/A05  
Bureau of Indian Affairs  
Fort Totten, ND 58335

OWCP CODE 7156BE  
Turtle Mountain Agency/A11  
Bureau of Indian Affairs  
Belcourt, ND 58316

#### 16.1.4. Rental Car Use Guidelines for Northern Rockies Resources

The following process should be followed when a Northern Rockies resource (from any agency) is ordered for fire assignment and a rental car is authorized and documented on the resource order:

1. The first option should be for the receiving unit to provide transportation (shuttle), for the resource to the fire assignment and avoid the rental car issue altogether.

If they do not provide transportation, see #2 and #3 below.

2. The home dispatch office communicates with the receiving dispatch office/host fire unit the following information:
  - The rental car being authorized should be paid for by the host unit because they do not have the financial means to personally pay for the rental car (do not have a government travel card). All rental paperwork and completed shift tickets should be returned to the host unit/dispatch office to be closed out and paid.
  - If the fire assignment involves off-road driving, the rental car must be under an incident rental car contract/blanket purchase agreement. The incident rental car contract/blanket purchase agreement covers off-road use, as well as clean-up charges, and the liability is covered by the government.
3. If the receiving unit does not provide a rental car under an incident contract/blanket purchase agreement as described in #2 above, the resource must be aware of the following:
  - a. If a resource picks up a rental car at an airport they must ensure the reservation was made under the regular government travel rental car contract (GSA/DOD). Even though this contract does not cover off-road use, it recognizes that the resource is on official business and has a travel order that documents the use of a rental car.
    - i. No additional insurance is needed, as the government is self-insured.
    - ii. If the employee chooses to take additional insurance when picking up the car, they will not be reimbursed.
    - iii. If the resource does not have a travel card, they can use their personal credit card to pay for the rental vehicle.
  - b. An AD/EFF/Casual/County/Rural resource can refuse an assignment when the only recourse is to personally pay for the car because they do not have the financial means to cover the car rental.
  - c. Resource must check in with finance to ensure the rental car costs are being tracked.